

Baginton Village Hall

Registered Charity 522830

Accident Form

General details of incident

Date of incident:..... Time of incident:.....

Exact location of incident:.....

Which organization was in control of the premises at the time of the incident (who was the hirer)?

.....

Person who had the accident

Full Name:

Age: Sex: M / F

Address:

(If applicable) Nature of injury (state left or right as appropriate)

.....

Status of injured person (tick as appropriate)

<input type="checkbox"/>	Employee of village hall committee
<input type="checkbox"/>	Volunteer on village hall business (includes members of village hall committee)
<input type="checkbox"/>	Employee of another organisation
<input type="checkbox"/>	Individual hirer
<input type="checkbox"/>	Member of organisation hiring hall

<input type="checkbox"/>	Self-employed person
<input type="checkbox"/>	Contractor
<input type="checkbox"/>	Member of general public attending management hall function
<input type="checkbox"/>	Other (please specify)

Description of how accident/incident occurred

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What was injured person doing at time of the incident?

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.....

Was this something they were authorised to do? (If applicable) Yes / No

Were they authorised to be where the incident occurred? (If applicable) Yes / No

By whom was it reported?

.....

Was this incident witnessed by someone else? Yes / No

Details (if applicable)

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.....

Was first aid given on site? Yes / No

Details (if applicable)

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.....

Was hospital treatment obtained*? Yes* / No

Details (if applicable)

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.....

Anticipated absence from work (tick as appropriate):

<input type="checkbox"/>	No time lost
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<input type="checkbox"/>	Less than 3 days
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<input type="checkbox"/>	3 days or more
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Any further details of accident:

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Action required to prevent recurrence:

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Signed by:

Date:

Name:

Address:

* Accidents to members of the public, or others who are not at work, must be reported to the HSE using their online RIDDOR reporting form if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.